

STUDENT MANUAL

EDUCATION AND PROFESSIONAL DESIGNATION PROGRAM

EDUCATION AND RESEARCH SECTION

OFFICE OF PROPERTY VALUATION

DEPARTMENT OF REVENUE

2008

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CHAPTER ONE

INTRODUCTION

A. Background

The purpose of this manual is to acquaint all interested participants in the field of property tax assessment administration in Kentucky with the opportunities available under the Education and Professional Designation Program. Whether interest is limited to a specific application or directed toward pursuit of the broader goal of a professional designation, all Property Valuation Administrator (PVA) Office and Department of Revenue employees should share the benefits of this program.

Since 1986, the Kentucky General Assembly has enacted several significant pieces of legislation in an effort to enhance the credibility and effectiveness of the state's property tax programs. The PVA annual expense allowance, awarded to all PVAs under KRS 132.597, was first linked to participation in "a minimum of thirty (30) classroom hours of professional instruction conducted by the Department of Revenue" in 1986. Fourteen years later, a statutory training incentive program was also made available for PVAs under KRS 132.590. These programs, described in detail in Chapter 2, continue to encourage participation in the Education Program on the part of PVAs.

In 1988, House Bill 719 specifically mandated establishment of the Education and Professional Designation Program. This legislation provided the basic requirements as stated in KRS 132.385:

The department shall develop and administer a program for the purpose of providing education and training in the technical, legal and administrative aspects of property tax administration for property valuation administrators, deputy property valuation administrators and department employees. Courses may be created and taught by department personnel or the department may adopt specific courses offered by appropriate professional organizations.

A standard curriculum has been designed to meet the intent of KRS 132.385, part of which has been developed in-house and part of which is coordinated with the International Association of Assessing Officers (IAAO), the leading professional organization in this field. Descriptions of these courses are presented in Chapter 3 of this manual.

Two levels of professional designations are offered in accordance with the law. Award of the designations is based on the completion of educational requirements and the attainment of experience in Kentucky property tax administration. The professional designation program is fully described in Chapter 4 of this manual.

The growth of the Education Program has resulted in a need for standardization of procedures and materials. Student rights and responsibilities with regard to attendance, examinations and other aspects of the program are listed Chapter 5.

B. The Education and Research Section

The Education and Research Branch was created as a unit within Commissioner's Office of the Department of Property Taxation in 1994. Prior to this, the education program had been administered on an ad hoc basis by Commissioner's Office personnel since 1985. In 2004, the Education and Research Branch was moved to the Division of Local Valuation in the Office of Property Valuation under a department-wide reorganization plan. In 2008, under the most recent reorganization plan, the Education and Research Branch became a section in the Local Valuation Branch.

The Education and Research Section administers all aspects of the property tax education program, including curriculum development, class scheduling and logistics, grading, records retention, and instructor recruitment and training. Education program records, including hours of education for PVAs and course completion credit for all assessment personnel, are maintained by the staff of the Education and Research Branch. The Section also coordinates the annual Conference on

Assessment Administration and administers the Qualifying Examinations for candidates seeking the office of Property Valuation Administrator, as well as various other educational and research functions.

C. The Education Committee

The Education Committee is comprised of PVAs and deputies in addition to the staff of the Education and Research Section, appointed jointly on an annual basis by the presidents of the Kentucky PVA Association and the Kentucky Chapter of IAAO. This committee advises the Executive Director and the Education and Research Section on policy matters involving the property tax education program. The Education Committee generally meets several times per year to discuss current issues and concerns in property tax education.

CHAPTER TWO

CONTINUING EDUCATION REQUIREMENTS

A. Introduction

PVAs participate in two separate statutory continuing education programs, both based upon completion of annual requirements for hours of education. Since 1986, qualifying PVAs have received an expense allowance of \$300 per month which is tied to classroom attendance at educational functions; and since 2000, qualifying PVAs have been awarded an annual training incentive, based on continuing participation in the Education Program and adjusted by the consumer price index. Each of these programs have separate rules, but PVAs are allowed to earn hours of education toward both concurrently.

All educational events conducted or sponsored by the Office of Property Valuation qualify toward the PVAs' annual education requirements. Most courses, workshops or seminars sponsored by the International Association of Assessing Officers (IAAO) also qualify. Courses held by other member organizations of the Appraisal Foundation, or university courses, may also qualify. Any hours of education sponsored by an outside organization, to be claimed toward either program, must be submitted to the Office of Property Valuation at least two weeks in advance for approval. Meetings, in-house training and on-line courses are not accepted, nor is any function that is not open to all PVAs.

B. Expense Allowance Program

The specific requirements that PVAs must meet to qualify for the annual expense allowance are identified in KRS 132.597. Each PVA must participate in a minimum of 30 classroom hours of "professional instruction conducted or approved by the Department of Revenue" within each calendar year in order to qualify for the \$3,600 expense allowance for the subsequent calendar year. Hours of education in excess of the 30 hour requirement lapse at the end of the year in which they have been earned, and cannot be carried forward into subsequent years. PVAs who have earned the

Senior Kentucky Assessor (SKA) designation must meet a reduced requirement of just 15 classroom hours per calendar year in order to qualify for the annual expense allowance for the subsequent year.

C. Training Incentive Program

House Bill 538, enacted by the 2000 General Assembly, provided PVAs with an additional training incentive. This program, codified into the statute governing PVA compensation (KRS 132.590), was modeled after a similar incentive created for the benefit of county officials in 1998. As a result, in addition to the \$300 per month expense allowance described above, PVAs also receive a lump sum training incentive for each training unit completed.

Under the training incentive program, PVAs must earn a training unit of forty hours of education per calendar year in order to qualify for the training incentive payment. Unlike the expense allowance program, up to forty hours of approved education in excess of the training unit are allowed to be carried over into the next calendar year, to qualify for that year's training unit. Payment is in a lump sum at the end of the month following the attainment of the training unit of forty hours. Therefore, a PVA carrying over the maximum of forty hours can qualify in January of the succeeding calendar year and be approved for payment during February. PVAs may earn only one training incentive per year, but can receive up to four per year depending on tenure and accumulated training units. The statutory amount of the incentive (\$881.18 in year 2008 dollars) is adjusted annually with the consumer price index, so the actual payment varies from year to year.

Specific rules and procedures governing the training incentive program for PVAs are included as Appendix A in this manual.

D. PVA Deputy Classification

In 1994, a deputy classification system tied to the education program was developed in cooperation with the Kentucky PVA Association. In order for a deputy to be reclassified, 30 hours of classroom instruction must be successfully completed and an additional two years of experience from the previous reclassification must have accrued. “Successfully completed” for any course means that a passing score (70%) on the examination must be achieved. Reclassification may be effective the 16th day of the month following completion of these requirements, pending the availability of funds.

CHAPTER THREE

EDUCATIONAL OPPORTUNITIES

A. Introduction

A diverse curriculum has been established for participants in the Education and Professional Designation Program. Most of these courses have been developed in-house and are taught by qualified Office of Property Valuation and Property Valuation Administrator personnel. Other courses have been developed and sponsored by the International Association of Assessing Officers (IAAO), some of which are also taught by qualified Office of Property Valuation and Property Valuation Administrator personnel. Outside of the core curriculum are numerous IAAO courses which can be delivered in Kentucky when a need for more specialized instruction is indicated. Seminars and workshops on a variety of subjects which have been developed by the Office of Property Valuation and IAAO are also available as needed.

B. Kentucky Property Tax Courses

Kentucky Property Tax Courses, or simply “Kentucky courses”, have been created, developed and administered by the Office of Property Valuation to provide a means of training in specific areas in the field of assessment administration. Because these courses were designed for those who work specifically in Kentucky property tax assessment, gaps left by traditional nationally oriented appraisal courses are filled. Conversely, some of the more universal topics such as appraisal fundamentals and economic principles are left to the national courses.

Eight basic courses were designed during the first year of the Education and Professional Designation program, and since then the program has been expanded on an as needed basis. These courses are periodically revised due to changes in legislation, case law or other developments, so as to provide the most current information to program participants.

Each Kentucky course provides fifteen hours of instruction, not including breaks, followed by a final

examination. The final examination consists of thirty questions posed in a multiple-choice format, with a maximum of three hours allowed for completion of the examination.

Based on input from participants, the schedule for Kentucky courses has been designed to allow the maximum of evening study time for those participants who choose to sit for the examination. Class begins after lunch on day one, usually Monday, allowing three hours of instruction. This is followed by two full days of class, each with six hours of instruction. The examination is given on the fourth (Thursday) morning.

The standard fifteen hour schedule for Kentucky courses is presented below.

STANDARD KENTUCKY PROPERTY TAX COURSE SCHEDULE

<u>TIME</u>	<u>DAY ONE</u>	<u>DAY TWO</u>	<u>DAY THREE</u>	<u>DAY FOUR</u>
8:30		Class Begins	Class Begins	Examination
10:00		Break	Break	
10:15		Class Resumes	Class Resumes	
11:45		Lunch	Lunch	
1:00	Class Begins	Class Resumes	Class Resumes	
2:30	Break	Break	Break	
2:45	Class Resumes	Class Resumes	Class Resumes	
4:15	Class Adjourns	Class Adjourns	Class Adjourns	
Total Hours				
of Instruction:	3.0 Hours	6.0 Hours	6.0 Hours	

Kentucky courses follow a strict numbering system designed to be compatible with the IAAO course numbering system.

LEVEL	TOPIC AREA (<i>Current and Proposed</i>)
10	Property Tax Policy <ul style="list-style-type: none"> • <i>Course 10: The Kentucky Property Tax System</i>
20	General and Specialty Appraisal (<i>Proposed</i>)
30	Mass Appraisal (<i>Proposed</i>)
40	Assessment Administration <ul style="list-style-type: none"> • <i>Course 40: Assessment Administration</i> • <i>Course 44: Mathematics of Property Valuation</i> • <i>Course 49: PVA Office Management</i>
50	Personal Property Assessment <ul style="list-style-type: none"> • <i>Course 50: Basic Personal Property Assessment</i>
60	Mapping and GIS <ul style="list-style-type: none"> • <i>Course 60: Fundamentals of Mapping</i> • <i>Course 62: Data Collection for Property Valuation</i> • <i>Course 66: Introduction to GeoSync</i> • <i>Course 67: Advanced GeoSync</i>
70	Commercial Property Appraisal <ul style="list-style-type: none"> • <i>Course 71: Commercial and Industrial Real Property Appraisal: Cost Approach</i> • <i>Course 72: Commercial and Industrial Real Property Appraisal: Income and Sales Comparison Approaches</i>
80	Residential Property Appraisal <ul style="list-style-type: none"> • <i>Course 80: Residential Real Property Appraisal</i>
90	Farm Property Appraisal <ul style="list-style-type: none"> • <i>Course 90: Farm Real Property Appraisal</i>

This curriculum is described in detail in the following pages.

Kentucky Course 10:

The Kentucky Property Tax System

This course serves as an introduction to the field of property tax assessment administration as it has been established in Kentucky. It is a required course for all four tracks of the CKA professional designation and is recommended for all PVAs and deputies.

KENTUCKY COURSE 10 OUTLINE

- I. ADMINISTRATION
 - A. Role of Property Tax in Funding Government
 - B. History of Property Tax
 - C. Authority and Responsibility of the Department of Revenue
 - D. Duties and Functions of the PVA
 - E. Funding of Property Tax Administration
- II. PROPERTY TAX STRUCTURE
 - A. Taxable Property
 - B. Exempt Property
 - C. Incentive and Relief Programs
 - D. Tax Rate Structure
 - E. House Bill 44
- III. ASSESSMENT PROCEDURES
 - A. Listing, Discovery and Assessment of Property
 - B. State Assessed Property Taxes
 - C. Maps and Ownership Records
 - D. Agricultural Assessment
- IV. EQUALIZATION AND APPEALS
 - A. Assessment/Sales Ratio Studies
 - B. The Property Tax Calendar
 - C. Appeals Procedures
 - D. Equalization
- V. TAX COLLECTION
 - A. Preparation and Collection of Tax Bills
 - B. Delinquent Collection Procedures
 - C. Omitted Property
 - D. Property Tax Refunds

Kentucky Course 40:

Property Tax Assessment Administration

This course provides a comprehensive review of the administrative aspects of running a PVA office and fulfills one of the requirements for the Administrative Track of the CKA professional designation. All PVAs, chief deputies and others with broadly defined administrative responsibilities should take this course. Requirements, procedures and policies are presented in a statutory context, governed by the deadlines of the Property Tax Calendar.

KENTUCKY COURSE 40 OUTLINE

- I. INTRODUCTION
- II. KENTUCKY PROPERTY TAX CALENDAR
- III. REPORTS REQUIRED OF THE PVA
- IV. PERFORMANCE AUDITS OF PVA OFFICES AND PHYSICAL EXAMINATION OF PROPERTY
- V. PUBLIC RELATIONS IN THE PVA OFFICE
- VI. ASSESSMENT/SALES RATIO STUDIES
- VII. LEVEL OF ASSESSMENT
- VIII. HOUSE BILL 44 AND CALCULATIONS OF TAX AMOUNTS DUE

Kentucky Course 44:

Mathematics of Property Valuation

This course provides the student with a comprehensive review of basic mathematical functions necessary for PVAs and deputies to carry out the assessment function. Topics include: fundamentals of arithmetic, fractions, decimals, percentages, and a review of algebra and geometry.

KENTUCKY COURSE 44 OUTLINE

I. SYMBOLS AND VOCABULARY IN MATHEMATICS

II. DECIMAL SYSTEM

III. FUNDAMENTALS OF ARITHMETIC

IV. ROUNDING NUMBERS

V. FRACTIONS

VI. DECIMALS

VII. PERCENTAGES

VIII. REVIEW OF ALGEBRA

IX. REVIEW OF GEOMETRY

X. RATIOS AND RATES

XI. GLOSSARY

Kentucky Course 49:

PVA Office Management

Kentucky Course 49 is designed to enhance the PVA's ability to effectively carry out managerial responsibilities. The basic principles of good management techniques, current personnel issues and standard office procedures are explored in this functional course. This course is a requirement for the Administrative Track of the CKA professional designation.

KENTUCKY COURSE 49 OUTLINE

- I. **FUNDAMENTAL FISCAL AND PERSONNEL PROCEDURES**
 - A. PVA Salary, Classification, Expense Allowance
 - B. Request for Personnel Action
 - C. Budgets
 - D. Timesheets, Payroll
 - E. Worker's Compensation
 - F. Unemployment Insurance
- II. **THE PERSONAL PROFILE SYSTEM**
- III. **LET'S GET STARTED**
 - A. The Property Valuation Administrator
 - B. Begin with the End in Mind
 - C. The Quadrennial Review Plan
 - D. The Kentucky Property Tax Calendar
 - E. Public Relations
 - F. Assessment Notices
 - G. Inspection Period
 - H. Local Board of Tax Appeals
 - I. Tangible and Intangible Returns
- IV. **OTHER ADMINISTRATIVE ISSUES**
 - A. Guidelines for Interviewing Prospective Employees
 - B. Appropriate Interview Questions
 - C. Sample Office Policies
 - D. Motivating Your Employees
 - E. Budget
 - B. Conferences
 - C. Travel Vouchers
 - D. Sexual Harassment

Kentucky Course 50:

Basic Personal Property Assessment

Course 50 provides an introduction to personal property appraisal with emphasis on the history of personal property taxation, statutes governing personal property taxation, and the classification of tangible personal property. Course 50 also provides discussion of the Motor Vehicle Property Tax (MOTAX) system, intangible personal property, and the Tangible Personal Property Tax Return. While this course is essential for all persons engaged in the assessment of personal property, it is also strongly recommended for anyone who is faced with responding to questions from the general public regarding personal property. Course 50 is required under the Personal Property Track of the CKA professional designation, and is accepted by IAAO toward the requirements of the Personal Property Specialist (PPS) designation.

KENTUCKY COURSE 50 OUTLINE

- I. INTRODUCTION
- II. CLASSIFICATION OF PERSONAL PROPERTY
- III. SITUS AND DISTRICTING
- IV. MOTOR VEHICLE PROPERTY TAX (MOTAX) SYSTEM
- V. INTANGIBLE PERSONAL PROPERTY
- VI. INTRODUCTION TO THE TANGIBLE PERSONAL PROPERTY TAX RETURN
- VII. PUBLIC RELATIONS

Kentucky Course 60:

Mapping System Maintenance

A complete, well-maintained real property identification mapping system is the cornerstone of any efficient office in today's assessing environment. Kentucky Course 60 has been designed with this premise in mind, covering a broad spectrum of mapping fundamentals. Both hands-on skills and administrative aspects of this challenging topic are stressed in this course, which is required under the Real Property Track and the Mapping Track of the CKA professional designation.

KENTUCKY COURSE 60 OUTLINE

- I. INTRODUCTION AND HISTORY
- II. MAP INTERPRETATION
- III. REAL PROPERTY TRANSFER AND DEED INTERPRETATION
- IV. DEED PLOTTING AND PLACEMENT
- V. TRANSFERRALS OF SUBDIVIDED PROPERTIES
- VI. TECHNICAL SPECIFICATIONS
- VII. MAINTENANCE OF MAPS AND PROPERTY RECORD CARDS
- IX. INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Kentucky Course 62:

Data Collection for Property Valuation

The collection of good, quality data is essential in the implementation of any successful assessment or appraisal system. Uniform assessments are only attainable when accurate, relevant and consistent data is collected. This course explores different data types and correct use of property record cards. Students will learn to identify the necessary data sources to implement the three approaches to value. Topics include: data collection and the appraisal process, determining data needs, data collection equipment, types of data and data collection for the computerized environment.

KENTUCKY COURSE 62 OUTLINE

- I. DATA COLLECTION
- II. STAFFING AND TRAINING
- III. TOOLS/FIELD EQUIPMENT
- IV. DESCRIBING AND CODING CHARACTERISTICS
- V. PROPERTY RECORD CARDS
- VI. MEASURING/SKETCHING
- VII. CALCUALATING AREA
- VIII. CLASS OF CONSTRUCTION
- IX. CLASSIFICATION OF PROPERTY
- X. DETERMINING DATA NEEDS
- XI. LEGAL REQUIREMENTS

Kentucky Course 66:

Introduction to GeoSync

A hands-on computer course designed to acquaint the user with the fundamental operations of this geographic information system. This course assumes basic computer literacy. An optional two hour session on basic computer operations is offered during the morning preceding the beginning of this course.

KENTUCKY COURSE 66 OUTLINE

- I. GETTING STARTED
- II. VIEWING THE MAP
- III. CUSTOMIZING THE VIEW
- IV. GETTING INFORMATION
- V. QUERYING THE MAP
- VI. PRINTING FROM GEOSYNC
- VII. EXERCISES
- VIII. REVIEW
- IX. DRAWING IN GEOSYNC
- X. BASIC EXERCISES
- XI. DRAWING PARCELS
- XII. MODIFYING EXISTING PARCELS
- XIII. DEED RUNNER
- XIV. PRACTICE EXERCISE
- XV. MANAGING SHAPE FILES
- XVI. PRINTING FROM GEOSYNC
- XVII. HELP FILE

Kentucky Course 67:

Advanced GeoSync

The next level of the hands-on computer course designed to acquaint the user with the fundamental operations of this geographic information system. This course covers file structure, linking parcels with the tax roll, transferring edited parcel splits, and advanced drawing and parcel maintenance techniques. PREREQUISITE: Introduction to GeoSync.

KENTUCKY COURSE 67 OUTLINE

- I. ADMINISTRATIVE FILE STRUCTURE
- II. LINKING PARCELS AND THE TAX ROLL
- III. UPDATING FILES
- IV. ADVANCED DRAWING
 - DRAWING PARCELS
 - SPLITTING PARCELS
 - SLIVER CONTROL
 - PLOTTING DEEDS USING THE DEEDRUNNER PROGRAM
 - DRAWING FROM PLATS
- V. PRINTING AND ANNOTATION
 - ANNOTATING A LAYER
 - ANNOTATING A PVA MAP
 - UPDATE ANNOTATION
 - MODIFYING THE DATA
 - PRINTING A MAP
 - LAYOUT VIEW
 - PRINTING A REPORT

Kentucky Course 71:

Commercial and Industrial Real Property Appraisal by use of the Cost Approach

Kentucky Course 71 is a demonstration of practical appraisal techniques for the assessment of commercial and industrial real estate emphasizing the use of the cost approach to value. This course may be used to fulfill one of the requirements for the Real Property Track of the CKA professional designation.

KENTUCKY COURSE 71 OUTLINE

I. THE COST APPROACH

A. Basic Steps in the Cost Approach

B. Cost Estimation

C. Cost Manuals

D. Depreciation

E. Drill Problems

DP 1-1: Gross Floor Area: One story commercial building with no basement

DP 1-2: Gross Floor Area: One story commercial building with no basement

DP 1-3: Gross Floor Area: One story commercial building with no basement

DP 1-4: Area/Perimeter: Six story bank building with floors of varying sizes

DP 1-5: Area/Perimeter with single interpolation: one story building

DP 1-6: Area/Perimeter with double interpolation: one story theater building

DP 1-7: Average Story height: Seven story office building with floors of varying sizes

F. Demonstration Problem: Valuation of a fast food service restaurant

G. Case Problems

CP 1-1: Valuation of a Mini-Mart Convenience Store

CP 1-2: Valuation of a Mini - Warehouse

CP 1-3: Valuation of an Office Building

CP 1-4: Valuation of a Multiple residence apartment

CP 1-5: Valuation of a Bank (Central Office)

CP 1-6: Valuation of a Self-Serve Car Wash

II. COMPUTERIZED COST APPROACH

A. Introduction

B. Case Problems

CP 2-1: Valuation of a Savings & Loan

CP 2-2: Valuation of a Miniature Golf Course including Clubhouse Facility

CP 2-3: Valuation of a Neighborhood Shopping Center including Supermarket

CP 2-4: Valuation of an Industrial (Light manufacturing) Facility

Kentucky Course 72:
Commercial Real Property Appraisal
by use of the Income and Market Comparison Approaches

Kentucky Course 72 presents a demonstration of practical appraisal techniques for the assessment of commercial real estate. The income and sales comparison approaches to value are emphasized. It is suggested that students take this course before attending IAAO 101 “Fundamentals of Real Property Appraisal,” and IAAO 102, “Income Approach to Value”. This course fulfills one of the requirements for the Real Property Track of the CKA professional designation.

KENTUCKY COURSE 72 OUTLINE

- I. THE APPRAISAL PROCESS
 - A. Definition of the Problem
 - E. Preliminary Survey and Plan
 - F. Data Collection and Analysis
 - G. Application of the Three Approaches to Value
 - H. Correlation of Value

- II. THE INCOME APPROACH
 - A. Estimating Potential Gross Income
 - B. Estimating Net Operating Income
 - C. Development of Capitalization Rates
 - B. Capitalization Techniques

- III. THE SALES COMPARISON APPROACH

- IV. APPRAISAL OF PARTIAL INTERESTS

Kentucky Course 80:

Residential Real Property Appraisal

As the first in a series of real estate appraisal courses, Kentucky Course 80 presents a detailed study of residential mass appraisal, using theoretical and practical applications. This course is a necessity for all persons involved in the mass appraisal of residential property in Kentucky. This course fulfills one of the requirements for the Real Property Track of the CKA professional designation.

KENTUCKY COURSE 80 OUTLINE

- I. INTRODUCTION
- II. APPRAISAL THEORY
- III. DUTIES OF THE PROPERTY VALUATION ADMINISTRATOR
- IV. ASSESSMENT PROCEDURES
- V. ASSESSMENT/SALES RATIO STUDIES
- VI. APPROACHES TO VALUE
- VII. MASS APPRAISAL PROCESS USING MARKET APPROACH
- VIII. MARSHALL AND SWIFT RESIDENTIAL BUILDING COST GUIDE
- IX. MOBILE HOME APPRAISAL
- X. CONCLUSION

Kentucky Course 90:

Farm Real Property Appraisal

Under the mandate of the Constitution of Kentucky, farm real property is to be assessed for two values of distinctly different character: fair cash value and agricultural value. Kentucky Course 90 covers the methods involved in meeting this requirement. This course fulfills one of the requirements for the Real Property Track of the CKA professional designation.

KENTUCKY COURSE 90 OUTLINE

- I. HISTORY OF AGRICULTURE IN KENTUCKY
- II. LEGAL REQUIREMENTS
- III. SOILS OF KENTUCKY
- IV. LAND CLASSIFICATION SYSTEM
- V. APPRAISAL PROCESS
- VI. INCOME APPROACH METHOD
- VII. DEPRECIATION
- VIII. COST APPROACH METHOD
- IX. FARM FAIR CASH VALUE APPRAISAL

C. International Association of Assessing Officers (IAAO) Courses

1. The IAAO Education Program

The International Association of Assessing Officers (IAAO) is a non-profit educational membership organization dedicated to improving the administration of the property tax and to improving the understanding of important property tax issues. Founded in 1934, it now has more than 8,000 members worldwide from governmental, business, and academic communities. The association's objectives are:

- To improve the standards of assessment practice.
- To educate those engaged in assessment practice.
- To elevate the standards of personnel requirements in assessment offices.
- To educate the general public in matters relating to assessment practice.
- To engage in research and to publish the results of studies in assessment administration and the taxation of property.
- To provide a clearinghouse for the collection and distribution of useful information relating to assessment practice.
- To cooperate with other public and private agencies interested in improving assessment administration.
- To promote justice and equity in the distribution of the property tax.

IAAO's most visible presence as far as most assessors are concerned is its strong education program, which reaches thousands of students annually. In Kentucky, several IAAO courses are usually offered each year, sponsored through the Kentucky Chapter of IAAO. Each course consists of thirty hours of instruction followed by a comprehensive final examination of up to 3.5 hours in length. Students who successfully pass the final examinations are issued a certificate of achievement which may be used toward a state (CKA, SKA) or IAAO Professional Designation (Certified Assessment Evaluator (CAE), Residential Evaluation Specialist (RES), Personal Property Specialist (PPS), Cadastral Mapping Specialist (CMS), or Assessment Administration Specialist (AAS)).

Tuition varies according to the course, the membership status of students, and the administrative arrangement under which it is held, but is generally between \$350.00 and \$450.00. The number and types of courses offered is based on demand and scheduling history. Theoretically, any IAAO

course can be held in Kentucky as long as it is warranted by a minimum number of guaranteed students.

IAAO courses have been and continue to be developed and revised by subject matter experts from around the country under contract to IAAO. Examinations are standardized and the grading is performed at IAAO headquarters. In most cases it is a matter of a few weeks until students are notified of their performance, but it can take up to six weeks. IAAO maintains student records, so it is the responsibility of the student to submit proof of successful completion to the Kentucky Education Program in order to meet the requirements for professional designations. Students who have concerns or comments about the materials or examinations can address them directly to IAAO or through the instructor.

2. IAAO Course Descriptions

The IAAO Education Program currently offers fifteen courses and twenty-one workshops. Each course is thirty hours in length, not including breaks and the three and a half hour final examination, and last five days, generally Monday through Friday. Workshops vary in length, but are generally scheduled to last one to three days, or seven to eighteen hours. Most workshops have a final examination. IAAO has recently developed a series of one day, seven hour forums on specialty topics of interest to the assessor. These forums do not have a final examination.

The list of thirty hour courses includes four courses on basic appraisal, five courses on mass appraisal, two assessment administration courses and five courses covering special and advanced topics. Basic descriptions of most of the IAAO courses are included below. Some of the material in this manual has been reprinted, with permission, from IAAO publications. For more information, visit the IAAO website at:

<http://www.iaao.org/>

General Appraisal Courses

Course 101: Fundamentals of Real Property Appraisal

A basic appraisal course for assessors, Course 101 emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology and basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process. Successful completion of Course 101 is required for all professional designations.

Course 102: Income Approach to Valuation

Course 102 covers the theory and techniques of estimating value by the income, or capitalized earnings approach. The material covered includes the selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. This course also covers rental units of comparison, as well as real estate finance and investment. It is recommended that students complete Course 101 before attending this course. Successful completion of Course 102 is required under the CAE, RES, AAS and PPS professional designation tracks and under the Real Property Track of the Certified Kentucky Assessor designation.

Assessment Administration Courses

Course 400: Assessment Administration

This course covers administrative procedures that can produce greater efficiency in the modern assessor's office. Emphasis is on a basic process of planning, budgeting, overseeing, and evaluating, toward the goal of better management of human and physical resources. Topics include information systems, reappraisal, setting goals and objectives, maintenance, appeals, public relations, personnel, budgeting, ratio studies and evaluations. It is recommended that students complete IAAO Course 101, and the Standards of Practice and Professional Ethics Workshop before attending this course. Successful completion of Course 400 is required under the IAAO's AAS professional designation track and under the Assessment Administration Track of the Certified Kentucky Assessor designation.

Course 402: Tax Policy

This course deals with policies involving the levy and collection of taxes. It is designed for assessment administrators and students of taxation who are interested in understanding tax policy formation. It is also intended to teach skills that will allow assessment administrators to have more effective input in the development of tax policies. Topics include policy research and analysis, the role of the public sector in the free enterprise system, the federal system of government, state and local revenue systems and the role of the property tax in the revenue system. Successful completion of Course 402 is required under the IAAO's AAS professional designation track.

Special and Advanced Topic Courses

Course 500: Assessment of Personal Property

This course provides a formal, systematic, comprehensive program of study for those who assess personal property for ad valorem tax purposes. After a review of property tax administration and the nature of value, the following aspects of personal property assessment are covered: categories of personal property, discovery, the valuation process, valuation guidelines and quality control, depreciation methods and special problems. Successful completion of Course 500 is required under the IAAO's PPS Professional Designation track and under the Personal Property Track of the Certified Kentucky Assessor professional designation.

Course 600: Principles and Techniques of Cadastral Mapping

This course serves as an introduction to property ownership mapping, with an emphasis on the preparation and use of assessment maps. Topics covered include ownership data gathering, map sources, mapping equipment, base maps, conveyances, acreage calculation, mapping administration, and parcel identification systems. A comprehensive set of case problems covering either the metes and bounds survey system or the rectangular survey system (depending on the land description system in use where the course is conducted) is included in the course material. It is recommended that students complete IAAO 101 before attending this course. Successful completion of IAAO 600 is required under the IAAO's Cadastral Mapping Specialist Professional Designation track and under the Mapping Track of the Certified Kentucky Assessor designation.

Course 601: Advanced Mapping

Course 601 provides a comprehensive program of study, applying the knowledge, skills, and abilities taught in course 600 on a more advanced level. A comprehensive set of case problems is utilized to enhance your learning experience. Successful completion of Course 601 is required under the IAAO's Cadastral Mapping Specialist Professional Designation Track.

Course 201: Appraisal of Land

The material in Course 201 covers the theory and techniques of appraising land. Topics include classifying land; estimating highest and best use; discovering significant trends and factors and their effects on value; data collection; and selection of correct physical units of land measurement for appraisal. An in-depth study of the five land appraisal methods (sales comparison, allocation, anticipated use, capitalization of ground rent, and land residual capitalization) is included in the course. It is recommended that students complete IAAO Course 101 and 102 before attending this course.

Course 112: Income Approach to Valuation II

This course emphasizes advanced concepts in the income approach to value. Application of the compound interest tables in appraisal practice is taught. Comparison of the various application methods and techniques is covered by lecture and problem solving. This course presents in detail the contemporary capitalization methods of mortgage equity and discounted cash flow analysis. It is recommended that students complete IAAO Courses 101 and 102 before attending this course.

Course 207: Industrial Property Appraisal

This course presents a study of industrial property valuation, including a complete analysis of the factors that affect industrial land value. It includes comprehensive instruction in appraising buildings and other improvements by the cost, sales comparison, and income approaches to value with special emphasis on estimating physical, functional, and economic obsolescence of industrial properties. Techniques for collecting usable appraisal data from various sources are also discussed. It is recommended that students complete IAAO Courses 101 and 102 before attending this course.

Mass Appraisal Courses

Course 300: Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, an introduction to statistics, the use of assessment ratio studies in mass appraisal, modeling of three approaches to value, and the selection of a mass appraisal system. It is recommended that students complete IAAO Courses 101 and 102 before attending this course. Successful completion of Course 300 is required under IAAO's RES Professional Designation Track.

Course 310: Applications of Mass Appraisal Fundamentals

This residential and commercial application course builds on the theories and concepts taught in Course 300. It utilizes case studies for the demonstration of key concepts in a real-world setting. The course will provide the student with practical application of the tools and techniques presented in Course 300. It is recommended that students complete IAAO Course 300 before attending this course.

Course 311: Residential Modeling Concepts

Course 311 presents a detailed study of the mass appraisal process as applied to residential property.

Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques. It is recommended that students complete IAAO Course 300 before attending this course.

Course 312: Commercial/Industrial Modeling Concepts

Course 312 presents a detailed study of the mass appraisal process as applied to income-producing property. Topics include income property data, market analysis, sales comparison approach, cost approach, gross and net income analysis, capitalization rate development, model specification and calibration and value review and maintenance. It is recommended that students complete IAAO Course 300 before attending this course.

3. IAAO Workshop Curriculum

For detailed descriptions of any of these workshops, contact Education Program personnel or refer to the booklet IAAO Programs and Publications:

- *Depreciation Analysis* - 2 days
- *Introduction to the Income Approach to Value* - 3 days
- *Mathematics for Assessing Officials* - 2 days
- *Residential Demonstration Appraisal Preparation* - 2½ days
- *Appraisal Uses of Spreadsheet Software* - 2½ days
- *Computer-Assisted Mass Appraisal Feedback* - 3 days
- *Market Analysis for Income Valuation* - 1 day
- *Multiple Regression Analysis for Real Property Valuation* - 1½ days
- *Fundamentals of Assessment Ratio Studies* - 2½ days
- *Planning an In-House Revaluation Program* - 1 day
- *Principles of Property Assessment* - 2½ days

- *Standards of Practice and Professional Ethics* - 2½ days
- *Basic Personal Property Auditing* - 2½ days
- *Advanced Personal Property Auditing* - 2½ days
- *Cadastral Mapping* - 2 days - Prerequisites: None.
- *Fixed Assets Valuation* - 2½ days
- *Geographic Information Systems for Assessors* - 2 days
- *Introduction to Mine and Quarry Valuation* - 2 days
- *Valuation of Machinery and Equipment* - 2½ days -
- *Valuing Property Affected by Environmental Contamination* - 1 or 2 days

D. Special Seminars Conducted By The Office Of Property Valuation

Various seminars, or other educational functions are held each year by the Office of Property Valuation on an as-needed basis. Credit for hours of education toward fulfillment of the annual expense allowance requirement under KRS 132.597 and the training incentive under KRS 132.590 is granted to PVAs if the seminar has acknowledged educational value and if it is offered to all PVAs. Examples of these types of events are the Regional Meetings which are scheduled in various locations across the state shortly after the adjournment of each legislative session. All special training events sponsored by the Office of Property Valuation qualify under this category.

Credit is granted on an hour-for-hour basis to PVAs who personally attend these types of functions. The duration is usually two to five hours, but could be longer depending on the subject matter.

E. The Annual Conference On Assessment Administration

The Office of Property Valuation conducts a Conference on Assessment Administration each year at

a location in Kentucky in accordance with KRS 131.140, which states in part:

(4) The department shall arrange for an annual conference of the property valuation administrators, or the county officers whose duty it is to assess property for taxation, to give them systematic instruction in the fair and just valuation and assessment of property, and their duty in connection therewith. The conference shall continue not more than five days. Such officers shall attend and take part in the conference, unless prevented by illness or other reason satisfactory to the secretary. Any such officer willfully failing to attend the conference may be removed from office by the circuit court of the county wherein he was elected. If the officer participates in all sessions of the conference, one-half (1/2) of his actual and necessary expenses in attending the conference shall be paid by the state, and the other half shall be paid by the county from which he attends. Each officer shall make out an itemized statement showing his actual and necessary expenses, and if it is found regular and supported by proper receipts it shall be approved by the department before payment.

Credit is given to PVAs toward fulfillment of their educational requirements on an hour-for-hour basis for educational functions personally attended at the conference. The Department may elect to hold Kentucky courses, special workshops or demonstrations, or IAAO workshops at the conference depending on the particular educational needs of the PVAs. Generally, a total of fifteen hours of education is offered at the conference, with the remaining time devoted to meetings, special functions, and awards presentations.

CHAPTER FOUR

PROFESSIONAL DESIGNATION REQUIREMENTS

A. Background

The Professional Designation Program for Kentucky property tax assessment administration is a joint effort of the Property Valuation Administrators' Association and the Office of Property Valuation, Department of Revenue. The program was initiated during 1987, with the first designations awarded on October 29, 1987, with CKA #001 conferred upon Melvin Hicklin, Hopkins County PVA, and SKA #001 conferred upon Carl Slone, Knott County PVA. The designation program became statutorily mandated during the 1988 General Assembly, codified as subsection (2) of KRS 132.385:

The department shall develop and administer, in cooperation with the property valuation administrators, a certification program for property valuation administrators, deputy property valuation administrators, and department employees. A professional designation, "Certified Kentucky Assessor" (CKA), shall be awarded to those individuals successfully meeting the standards established by this program. Minimum requirements shall include one hundred twenty (120) hours of classroom instruction, passage of subject matter examinations, and three years of experience in Kentucky property tax administration. An advanced designation, "Senior Kentucky Assessor" (SKA), shall be awarded to those individuals successfully completing an additional ninety (90) hours of classroom instruction, passage of subject matter examinations, and an additional two (2) years of experience in Kentucky property tax administration. Correspondence course credit administered by the department may be substituted for no more than thirty (30) hours of the one hundred twenty (120) hours required for the "certified Kentucky assessor" (CKA) designation, and for no more than fifteen (15) hours of the additional ninety (90) hours required for the "senior Kentucky assessor" (SKA) designation.

All PVA office employees and Office of Property Valuation employees are encouraged to participate in the professional designation program. The purpose of the professional designation program is:

- (1) to provide opportunities for professional instruction in appraisal procedures and assessment administration to all personnel working in the Kentucky property tax system; and
- (2) to award professional designations to those personnel who have demonstrated their knowledge and ability.

The following state level professional designations are offered:

Certified Kentucky Assessor (CKA)
Senior Kentucky Assessor (SKA)

Award of the designations is based upon the successful completion of a standard educational course curriculum and the attainment of specified experience in Kentucky property tax administration.

IAAO confers five types of professional designations:

Certified Assessment Evaluator (CAE)
Residential Assessment Evaluator (RES)
Personal Property Specialist (PPS)
Cadastral Mapping Specialist (CMS)
Assessment Administration Specialist (AAS)

The requirements for the IAAO professional designations are considerably more rigorous than those of the Kentucky designations; but both programs overlap to the extent that they require completion of certain IAAO courses. A state level designation has a more specialized application and requires less of a commitment of time and budget, but demonstrates an accomplishment that the taxpayers and one's peers in the field of Kentucky assessment administration will respect.

B. The Kentucky Professional Designation Program

Both state level professional designations require a combination of course work and experience in order to signify the achievement of goals and the gain of knowledge. The CKA professional designation is based on a three-year plan and the SKA professional designation is based on a five year plan. The minimum requirements are outlined as follows.

CERTIFIED KENTUCKY ASSESSOR (CKA)

Candidates for the CKA designation can choose one of four academic tracks for completion of their designation. All prospective candidates should evaluate the four options and formulate a plan for attainment of the CKA.

1. Real Property Assessment Track

- A. EDUCATIONAL REQUIREMENTS: Candidates must hold certificates of completion for the following courses:
 - 1. IAAO Course 101 (Fundamentals of Real Property Appraisal)
 - 2. IAAO Course 102 (Income Approach to Valuation)
 - 3. Kentucky Course 10 (The Kentucky Property Tax System)
 - 4. Kentucky Course 60 (Mapping System Maintenance)
 - 5. Two electives from Kentucky Courses 80, 90, or 71 or 72.
- B. EXPERIENCE REQUIREMENT: Candidates must have completed a total of three years of experience (full time employment or equivalent*) in Kentucky property tax administration.

2. Personal Property Assessment Track

- A. EDUCATIONAL REQUIREMENT: Candidates must hold certificates of completion for the following courses:
 - 1. IAAO Course 101 (Fundamentals of Real Property Appraisal)
 - 2. IAAO Course 500 (Assessment of Personal Property)
 - 3. Kentucky Course 10 (The Kentucky Property Tax System)
 - 4. Kentucky Course 50 (Basic Personal Property)
 - 5. IAAO Basic and Advanced Personal Property Auditing Workshops or
 - 6. Two elective Kentucky Courses.
- B. EXPERIENCE REQUIREMENT: Candidates must have completed a total of three years of experience (full time employment or equivalent*) in Kentucky property tax administration.

3. Administrative Track

- A. EDUCATIONAL REQUIREMENTS: Candidates must hold certificates of completion for the following courses:
 - 1. IAAO Course 101 (Fundamentals of Real Property Appraisal)
 - 2. IAAO Course 400 (Assessment Administration)
 - 3. Kentucky Course 10 (The Kentucky Property Tax System)
 - 4. Kentucky Course 40 (Property Tax Assessment Administration)
 - 5. Kentucky Course 49 (PVA Office Management)
 - 6. One elective Kentucky Course.
- B. EXPERIENCE REQUIREMENT: Candidates must have completed a total of three years of experience (full time employment or equivalent*) in Kentucky property tax administration.

4. Mapping Track

- A. EDUCATIONAL REQUIREMENTS: Candidates must hold certificates of completion for the following courses:
 - 1. IAAO Course 101 (Fundamentals of Real Property Appraisal)
 - 2. IAAO Course 600 (Principles and Techniques of Cadastral Mapping)
 - 3. Kentucky Course 10 (The Kentucky Property Tax System)
 - 4. Kentucky Course 60 (Mapping System Maintenance)
 - 5. Kentucky Course 66 or 67 (Introduction to GeoSync or Advanced GeoSync)
 - 6. One elective Kentucky Course or approved GIS workshop
- B. EXPERIENCE REQUIREMENT: Candidates must have completed a total of three years of experience (full time employment or equivalent*) in Kentucky property tax administration.

SENIOR KENTUCKY ASSESSOR (SKA)

The SKA designation indicates a higher level of commitment and the attainment of further experience on the part of the candidate. It is conferred on CKA designation holders who have gained knowledge and experience through additional course work and extended service to Kentucky

taxpayers.

The requirements for the SKA designation are as follows:

1. The candidate must hold the Certified Kentucky Assessor (CKA) designation.
2. The candidate must have completed four of the remaining Kentucky courses, thus holding a total of eight Kentucky course certificates.
3. The candidate must have successfully completed one additional elective thirty hour IAAO Course, or two fifteen hour IAAO workshops for which Certificates of Completion have been awarded.
4. The candidate must have acquired an additional two years of experience in Kentucky property tax assessment administration, for a total of five years of experience.

*Part-time employees may use time earned on an hour-for-hour basis toward fulfilling the experience requirement.

C. The IAAO Professional Designation Program

In 1953, the IAAO professional designation program began with only one designation, the Certified Assessment Evaluator (CAE). The CAE designation was created for real and personal property appraisers, mass appraisers and assessment administrators. It remains today as the premier designation in the field of assessment administration. A lower level "specialist" professional designation, the Residential Evaluation Specialist (RES) designation, was instituted in 1978. This designation is for real property appraisers and mass appraisers specializing in residential appraisal. The other "specialist" professional designations on the RES level are the Cadastral Mapping Specialist (CMS), the Personal Property Specialist (PPS) and the Assessment Administration Specialist (AAS). The CMS began in 1989 and is designed for assessing officers and others specializing in developing and maintaining a cadastral mapping system. The PPS was instituted in 1991 and is designed for assessors and appraisers specializing in the valuation of business personal property or personal property assessment administration. In 1995, the IAAO approved a fourth "specialist" designation, the Assessment Administration Specialist (AAS), for administrators.

IAAO designations are highly respected on the national level, due to the fact that they are difficult to obtain and signify exceptional competence. The objective of the IAAO professional designation program is to raise the standards of the assessing profession; to earn recognition of the assessing profession by governmental authorities and the public; and to gain, for members, recognition as qualified, objective assessors of property values. Persons who earn these recognitions may assess property in any jurisdiction and in doing so, demonstrate a commitment to improving assessment administration.

Requirements for these designations are outlined in this manual, but prospective candidates are urged to write the IAAO for a booklet entitled, Professional Designation Program Requirements. Requests should be forwarded to:

International Association of Assessing Officers
314 W. Tenth Street
Kansas City, MO 64105-1616

Information on designation requirements is provided below.

The IAAO Professional Designation Curriculum

The criteria for earning an IAAO professional designation is as follows:

Certified Assessment Evaluator (CAE)

1. REQUIRED EXPERIENCE:

At least five years of experience in property appraisal or assessment administration. The candidate must submit an affidavit attesting to experience before the designation can be conferred.

2. EDUCATIONAL REQUIREMENTS:

- IAAO Course 101 (Fundamentals of Real Property Appraisal)

- IAAO Course 102 (Income Approach to Value)
- IAAO Course 400 (Assessment Administration)
- IAAO Course 112 (Income Approach to Valuation II)
- IAAO Course 311 (Residential Modeling Concepts)
or IAAO Course 312 (Commercial/Industrial Modeling Concepts)
- Must successfully complete one of the following USPAP options:
 - If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP workshop or the IAAO's Workshop 151.
 - If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop and IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

3. DEMONSTRATION APPRAISAL REPORTS:

The candidate must have credit for two projects, one on residential property and one on commercial property. One of the projects must be a narrative appraisal report

There are three acceptable residential options. The candidate must satisfactorily complete either:

- a real property demonstration appraisal report.
- a real property demonstration appraisal report on the computer-assisted valuation of a group of residential properties.
- The eight-hour RES case study exam and Course 201.

There are two acceptable commercial appraisal projects. The candidate must satisfactorily complete either:

- a real property demonstration appraisal report
- an eight-hour Mass Appraisal Case Study Examination. (Only if residential demonstration appraisal report was completed for project option 1)

4. COMPREHENSIVE EXAMINATION:

Must be passed; may include oral as well as written examination; administered only after all other requirements have been met.

Residential Evaluation Specialist (RES)

1. EDUCATIONAL REQUIREMENTS:

- IAAO Course 101 (Fundamentals of Real Property Appraisal)
- IAAO Course 102 (Income Approach to Valuation)
- IAAO Course 300 (Fundamentals of Mass Appraisal)
- IAAO Course 311 (Residential Modeling Concepts)
- Must successfully complete one of the following USPAP options:
- If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP

workshop or the IAAO's Workshop 151.

- If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop and IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

2. REQUIRED EXPERIENCE:

At least three years of experience in appraising residential property.

3. DEMONSTRATION APPRAISAL REPORT/CASE STUDY:

The applicant has the option of completing a demonstration appraisal report, a case study examination and IAAO Course 201, or a real property demonstration appraisal report on computer assisted value of a group of residential properties.

4. COMPREHENSIVE EXAMINATION:

Must be passed; may include oral as well as written examination; administered only after all other requirements have been met.

Cadastral Mapping Specialist (CMS)

1. EDUCATIONAL REQUIREMENTS:

- IAAO Course 101 (Fundamentals of Real Property Appraisal)
- IAAO Course 600 (Principles and Techniques of Cadastral Mapping)
- IAAO Course 601 (Advanced Mapping)
- Ten additional credit hours related to cadastral mapping and/or geographic information systems (GIS).
- Must successfully complete one of the following USPAP options:
 - If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP workshop or the IAAO's Workshop 151.
 - If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop and IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

2. REQUIRED EXPERIENCE:

At least three years of experience in cadastral mapping.

3. CASE PROBLEM:

The candidate must pass an eight-hour case problem on cadastral mapping.

4. COMPREHENSIVE EXAMINATION:

Must be passed; administered only after all other requirements have been met.

Personal Property Specialist (PPS)

1. EDUCATIONAL REQUIREMENTS:

- IAAO Course 101 (Fundamentals of Real Property Appraisal)
- IAAO Course 102 (Income Approach to Valuation)
- IAAO Course 500 (Assessment of Personal Property)
- A seminar or workshop of at least thirty credit hours on appraising personal property.
- Must successfully complete one of the following USPAP options:
 - If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP workshop or the IAAO's Workshop 151.
 - If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop and IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

2. REQUIRED EXPERIENCE:

At least three years of experience in appraising any class of personal property or in administering a personal property valuation system.

3. DEMONSTRATION APPRAISAL REPORT/CASE STUDY:

The applicant has the option of completing a personal property demonstration appraisal report or an eight-hour case study examination.

4. COMPREHENSIVE EXAMINATION:

Must be passed; administered only after all other requirements have been met.

Assessment Administration Specialist (AAS)

1. EDUCATIONAL REQUIREMENTS:

- IAAO Course 101 (Fundamentals of Real Property Appraisal)
- IAAO Course 102 (Income Approach to Valuation)
- IAAO Course 400 (Assessment Administration)
- IAAO Course 402 (Tax Policy)
- Thirty examination hours of credit from courses related to mass appraisal or public

administration.

- Must successfully complete one of the following USPAP options:
 - If a candidate prior to January 1, 2003: The Appraisal Foundation's National USPAP workshop or the IAAO's Workshop 151.
 - If a candidate after December 31, 2002: IAAO's Workshop 151 or the Appraisal Foundation's National USPAP Workshop and IAAO's Workshop 171 or the IAAO's online Standards of Professional Practice and Ethics Workshop.

2. REQUIRED EXPERIENCE:

Three years experience in the assessment field.

3. ASSESSMENT ADMINISTRATION PROJECT:

Must be one of the following:

- (1) An assessment administration case study examination;
- (2) An assessment administration research project; or
- (3) An evaluation of a jurisdiction's assessment practices.

4. COMPREHENSIVE EXAMINATION:

Must be passed; administered only after all other requirements have been met.

CHAPTER FIVE

STUDENT RIGHTS AND RESPONSIBILITIES

The following information applies to all participants in Kentucky courses. Rights and responsibilities for participants in IAAO courses are similar, but may vary according to IAAO policy.

A. Course Scheduling And Registration

1. All courses will be scheduled in advance with times and locations dictated by demand. Course schedules will be circulated to all PVA offices.
2. All participants must pre-register for each course to be attended, using the standard registration form.
3. The registration fee is \$40 per student per class.
4. Arrangements for travel and accommodations are solely the responsibility of the student. When reserving lodging, students should notify the hotel/motel/lodge of their affiliation with the educational function in order to receive the pre-arranged rate.
5. Courses must have a minimum of fifteen (15) pre-registered students, or may be subject to cancellation with no less than one week's notice. A notice of such cancellation shall be forwarded to each student.
6. Courses are generally limited to a maximum of thirty (30) students, although this figure may be revised depending on facility space.
7. In cases where classes are full, it may become necessary to refuse some applicants. PVAs needing hours of education late in the year may be given preference over other students, and anyone who must have the class to fulfill requirements for a professional designation within the same calendar year will be given priority.
8. All applicants refused shall be given written notice and given the option of attending the next available section of the same course or another course.
9. Registrations must be canceled no less than thirty (30) days prior to the course in order for the student to receive full credit or refund. If a student cannot attend a course, another person from the same office may substitute with no penalty.

B. Registration Credits

1. Registration credits are offered in an effort to encourage greater participation in the education program and reduce costs to PVA offices.
2. Offices with fewer than 20 employees will receive one registration credit for a Kentucky course for each five paid course registrations, per calendar year.
3. Offices with 20 or more employees will receive one credit for a Kentucky course for each ten paid course registrations, per calendar year. Each office will receive a letter at the beginning of the year informing them of how many credits they have earned for that year.
4. Any PVA or Deputy teaching a Kentucky course will receive one registration credit for their office for each Kentucky course taught.

C. Course and Examination Procedures

1. Each Kentucky course will consist of fifteen (15) hours of instruction plus a comprehensive written final examination.
2. Instructors shall not deviate from the standard class schedule without specific authorization from the Education and Research Section or the Executive Director.
3. Students must attend at least twelve hours of the fifteen-hour course in order to be eligible to take the final examination.
4. Successful completion of a course (and the issuance of a certificate) will be based on attainment of a minimum score of seventy percent (70%) on the final examination.
5. A maximum time limit of three hours is allowed for completion of the final examination for Kentucky courses.
6. Under no circumstances may an examination be taken from the classroom by anyone other than the instructor, or reproduced in any fashion by anyone other than designated support staff.
7. No student is allowed to use any reference materials, notes, or books while taking an examination. Students are not allowed to have any paper, books, or briefcases on or around their desks during a final examination session. Calculations of problems may be done in the examination booklet, but not on the answer sheet, in order to facilitate optical scanning. Any student bringing paper, books, or a briefcase to the examination session must leave them out of reach and in clear view of the instructor before being issued a final examination.

8. Calculators and approved mapping tools may be used by the student during the course of the final examination.
9. A student leaving the room during an examination for any reason must turn over the examination so that the responses are not visible. Only one student may leave the room at any time during an examination.
10. There should be no conversation between students during an examination session. Covert use of books or other study material can only be construed as cheating. In cases of continued and blatant cheating, instructors are authorized to inform offending students that their examination cannot continue and will be considered void by the Education and Professional Designation Program.
11. Any student failing an examination will be allowed to take a re-examination within one year from the original testing date. Re-examinations may be taken by appointment at any regularly scheduled class during the examination period or during special examination periods scheduled during events such as the summer and fall PVA conferences. A fee of no more than one-half the price of the course registration fee will be assessed for re-examinations. Students failing the second examination must repeat the course to be eligible to retake the examination.
12. There is no limit to the number of times a student may take a course. The highest grade received on the examination will be entered on the permanent record.
13. Examination materials will be retained for one year and may be reviewed by the student by appointment only with the Education and Research Section.
14. There is a three day waiting period between the time a student can review an examination and retake an examination.
15. A permanent record will be maintained of each student's course attendance, and a copy of each Kentucky course certificate of completion issued will be kept on file by the Education and Research Section.

D. Examination Content and Grading

1. All final examinations for Kentucky Courses shall contain thirty questions.
2. Each question shall be given equal weight in the grading, and shall be graded as either correct or incorrect with no partial credit given.
3. The format of each question shall be multiple choice, with only one correct solution and three incorrect solutions.
4. No "True" or "False" solutions may be utilized.

5. No "None of the Above" or "All of the Above" (or any combination thereof) solutions may be utilized.
6. The instructor may not give any indication of performance to a student before leaving the test site.
7. Test scores **will not** be given out over the telephone. Students will be notified of their scores by mail.
8. The student's grades are confidential, between the student and the Education and Research Section.
9. An employer requesting information regarding the performance of an employee may be notified on a pass/fail basis.
10. Instructors will be provided with statistics regarding the overall performance of the class, not individual performances.

E. Credit for Completion and Attendance

1. A certificate of achievement signed by the Executive Director of the Office of Property Valuation shall be issued to each student successfully passing the final examination.
2. All students who fail the final examination shall be notified of their scores in writing.
3. For courses without examinations (for example, Kentucky courses 66, 67 or other hands on computer courses), a certificate of completion will be awarded to students attending at least 80%, or 15 hours, of the course.

F. Designation Procedures

1. Professional designations (CKA or SKA) shall be conferred only upon completion and submission of the "Professional Designation Application" form with required attachments.
2. Applications received after the established deadline will result in postponement of designation awards.
3. The applicant for a Kentucky professional designation is responsible for providing proof of successful completion of any required IAAO course.
4. Equivalent courses sponsored by member organizations of the Appraisal Foundation may be substituted for IAAO courses toward a Kentucky professional designation upon

approval by the Education and Research Section.

5. No course sponsored by a provider outside the Department of Revenue may be substituted for a Kentucky Property Tax Course toward a Kentucky professional designation.
6. Kentucky professional designation certificates shall be signed by a representative of the Department of Revenue and a representative of the Kentucky Property Valuation Administrator's Association.
7. Kentucky professional designations will be awarded to those earning these designations at the Annual Conference on Assessment Administration. PVAs and Deputies may also receive their professional designations at the PVA Summer Conference.

G. Scholarship Program

The Kentucky PVA Association and the Kentucky Chapter of IAAO jointly sponsor a scholarship program to provide financial assistance for qualified persons toward the expense of taking any Kentucky Course or IAAO course. Persons interested in applying for a scholarship may contact either of the sponsoring organizations or any member of the Education Committee.

APPENDIX A

RULES GOVERNING TRAINING INCENTIVE PROGRAM FOR PVAs

Rules Governing Training Incentive Program for PVAs

April, 2005

Section 1. Definitions.

- (1) "Department" means the Office of Property Valuation, Department of Revenue.
- (2) "Branch" means the Education and Research Branch, Division of Local Valuation, Office of Property Valuation.
- (3) "Training incentive" means an annual lump sum award, the amount of which is adjusted in accordance with the Consumer Price Index pursuant to KRS 132.590 (3) (c).
- (4) "Training Unit" means a program of forty (40) hours of approved educational functions attended by a PVA.
- (5) "Calendar Year" means the twelve month period beginning January 1 and ending December 31.

Section 2. Areas of Learning.

The Branch shall base approval and certification of courses for the training incentive upon their relation to the following primary areas of instruction regarding the operation of the office of Property Valuation Administrator (PVA):

- (1) Property Tax Assessment Administration, including the property tax calendar, revaluation and quadrennial planning, assessment/sales ratio studies, taxpayer notification, inspection period, tax roll processing, the appeals process, billing and collections.
- (2) Property Valuation, including the appraisal of all types of real and personal property, and automated valuation techniques such as computer-assisted mass appraisal (CAMA).
- (3) Cadastral Mapping, including deed processing, land records, parcel identification, base maps, and the use of Geographic Information Systems (GIS).
- (4) PVA Office Management, including budget preparation, expenditures, audit procedures, ethics, public relations, records retention, open records policies, personnel management, office automation and general duties and responsibilities of elected county officials.

Section 2. Areas of Learning, Continued

- (5) The Branch may certify and approve additional courses or areas of learning in addition to those found in subsections (1) through (4) of this section, based on the criteria established in this section and the guidelines of Section 3.

Section 3. Approval of Courses or Areas of Learning.

- (1) Approved Courses include:
 - (a) All courses, workshops and special seminars developed or sponsored by the Department;
 - (b) All PVA state-wide and regional meetings held by the Department;
 - (c) All workshops and other sessions of an informative nature held in conjunction with the annual Conference on Assessment Administration as required by KRS 131.140 (4); at least fifteen (15) hours of approved educational content shall be offered at each annual Conference.
 - (d) All workshops and other sessions of an informative nature sponsored by the Department in conjunction with the PVA Association Summer Conference;
 - (e) All courses, workshops and seminars sponsored by the International Association of Assessing Officers (IAAO); credit for attendance at out-of-state events will only be recognized upon submission of a completed and signed "Uniform Request for Recertification Credit" form or similar documentation. The branch may verify attendance by requesting copies of sign-in sheets or other documentation.
 - (f) All courses and workshops sponsored by the Commonwealth of Kentucky Governmental Services Center;
 - (g) Conferences, workshops and regional meetings sponsored by Kentucky Association of Counties (KACo).
- (2) The Branch may approve and certify any additional course of instruction prior to a PVA attending that course and receiving hourly credit for that course, based upon the following criteria:
 - (a) Relevance of instruction to the statutory duties performed by the PVA seeking certification and approval;
 - (b) Relevance of instruction to the areas of learning established in Section 2 of these rules;
 - (c) Reputation of the organization or entity sponsoring the training event;
 - (d) Extent of actual training at the event;
 - (e) Ability of the entity sponsoring the training to verify that the officer attended the training event;
 - (f) Qualifications of the instructor;
 - (g) Availability of the instruction to all PVAs; and
 - (h) Other information relevant to the approval and certification of the training course or event.

Section 3. Approval of Courses or Areas of Learning, Continued

- (3) (a) The Branch may approve and certify a course or training event sponsored by another entity or organization if it is determined that the course or training event meets the criteria established in this section and Section 2 of these rules, if it is submitted at least fourteen (14) days prior to the scheduled training event, and if it contains:
1. A description of the proposed training course or event on a Request for Training Credit Form;
 2. An outline of the proposed training course or event; and
 3. The names and qualifications of the instructors.
- (b) Notification of approval or disapproval of the request for training credit shall be issued by the Branch no later than three days prior to the scheduled beginning of the requested event.
- (c) If approval is granted for one PVA, blanket approval shall be granted to all PVAs for the same training event, and no additional Request for Training Credit forms shall be required. However, in order to receive approval and certification, each PVA must provide verification of attendance per subsection (2) (e) of this Section.
- (d) The Branch shall not approve training courses or events submitted after the beginning of the scheduled training course or event.
- (e) Courses taken via "Internet" or "Correspondence" courses **will not** be accepted.

Section 4. Annual Training Unit Approval.

- (1) The Branch shall approve and certify only one (1) training unit per PVA per calendar year.
- (2) (a) A PVA may carry 40 hours forward into the next twelve (12) months.
- (b) If a PVA fails to obtain the minimum of approved training units in any year; the PVA shall lose all training incentives previously accumulated.
- (3) A PVA shall receive no more than four (4) training incentives for a four (4) year term of office.
- (4) A PVA shall carry training units received into a new term of office based upon continuing service in that office.

Section 5. Certification by the Office of Property Valuation.

- (1) The branch shall:
 - (a) Maintain records of all hours of education earned by each PVA; and
 - (b) Provide notice of the cumulative number of hours earned by each PVA to the PVA upon request.
- (2) The branch shall certify at the end of each month, to the PVA Administrative Support Branch, the names of all PVAs who are eligible to receive the training incentive. The Office may certify training units, if deemed necessary, any time during the calendar year.

Section 6. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Student Manual, 2008 edition;
 - (b) The Office of Property Valuation Request for Training Credit-Individual, 2005 edition;
 - (c) The Course or Workshop Evaluation, 2005 edition; and
 - (d) The Department for Local Government Request for Training Credit-Organization, 1999 edition;
- (2) This material may be inspected, copied or obtained at the Office of Property Valuation, Fourth Floor, 501 High Street, Monday through Friday, 8 a.m. to 4:30 p.m. For further information please contact the Education and Research Branch, Division of Local Valuation, Office of Property Valuation, (502) 564-8340.

APPENDIX B

FORMS

- Course Registration Forms
- Request for Training Credit Form
- Application for Professional Designation

County

When mailing, please
check here if previously
faxed or emailed.

PVA & STAFF REGISTRATION FORM **KENTUCKY COURSES**

Registration fees must be paid at the time of registration (or mailed the same day as faxed). Cancellations must be made 30 days in advance of the course to receive a refund or credit.

Please prepare a separate form for each class.

Course: _____

Date: _____

Location: _____

Registration Fees

KY full week courses: \$40

XG Viewer: \$40

Quicken & Excel: \$5

TRIM & Data Entry: \$0

Student(s): _____

Work Phone: _____

Fax: _____

Please make checks payable to KENTUCKY STATE TREASURER.

Check number: _____ **Check Total:** \$ _____ **Other:** _____

Please contact Stacy Bush at (502) 564-5118 if you have any questions.

Registrations may be faxed to (502) 564-8368 prior to mailing.

Please mail registrations and payments to:

Office of Property Valuation
Education Program
Attn: Stacy Bush
PO Box 1202
Frankfort, KY 40602-1202

REVENUE EMPLOYEE REGISTRATION FORM

KENTUCKY PROPERTY TAX AND IAAO COURSES

APPROVAL (Director) _____

APPROVAL (Supervisor) _____

Course: _____

Please prepare a separate form for each course.

Date: _____

Location: _____

Student(s): _____

Work Phone: _____

Fax: _____

Please contact Stacy Bush at (502) 564-5118 if you have any questions.

Registrations may be emailed to Stacy Bush or faxed to (502) 564-8368.

Please mail registrations and payments to:

Kentucky Chapter of IAAO

Education Program

Attn: Stacy Bush

P.O. Box 1547

Frankfort, Kentucky 40602-1547

APPROVAL (Executive Director) _____

(Classes outside of Frankfort require the Executive Director's approval.)

County

When mailing, please
check here if previously
faxed or emailed.

PVA & STAFF REGISTRATION FORM KY CHAPTER OF IAAO COURSES

Registration fees must be paid at the time of registration (or mailed the same day as faxed). Cancellations must be made 30 days in advance of the course to receive a refund or credit.

Please prepare a separate form for each class.

Course: _____

Date: _____

Location: _____

Fees for IAAO Members

Full week courses: \$375

One day workshops: \$100

Fees for Non-Members

Full week courses: \$475

One day workshops: \$175

Student(s): _____

Work Phone: _____

Fax: _____

Please make checks payable to KY Chapter of IAAO.

There will be a \$25 late fee for any course not paid by the last day of class.

Check number: _____ **Check Total:** \$ _____ **Other:** _____

Please contact Stacy Bush at (502) 564-5118 if you have any questions.

Registrations may be faxed to (502) 564-8368 prior to mailing.

Please mail registrations and payments to:

Kentucky Chapter of IAAO
Education Program
Attn: Stacy Bush
P.O. Box 1547

Frankfort, Kentucky 40602-1547

**REVENUE
OFFICE OF PROPERTY VALUATION
REQUEST FOR TRAINING CREDIT**

Organization/Association: _____

Mailing Address: _____

Work Phone: () _____ Fax: () _____ E-mail: _____

Contact: _____ Title: _____

Attach a copy of the training agenda or outline and complete the following information:

Training Title: _____

Training Date: _____ Hours of Instruction: _____

Vendor: _____

Location: _____

Contact Person: _____ Telephone: () _____

Registration Fee: Yes _____ No _____ If yes, amount: \$ _____

Attendance Documentation: Certificate: Yes _____ No _____
Other: _____

Describe the specific learning objectives and how the content pertains to improving job knowledge or skills of a local elected official.

Signature: _____

Return this completed form to:

Education Program

P.O. Box 1202

Frankfort, Kentucky 40602-1202

OFFICE OF PROPERTY VALUATION USE ONLY

Approved _____ Date _____

Denied _____ Date _____

Hours Allowed _____

APPLICATION FOR PROFESSIONAL DESIGNATION

Certified Kentucky Assessor (CKA)
Senior Kentucky Assessor (SKA)

Professional Designation Program
Administered by the
Kentucky Property Valuation Administrator's Association
in Cooperation with the Office of Property Valuation, Department of Revenue

PART ONE: APPLICANT IDENTIFICATION

Applicant's Name (Please print as you would have it appear on the certificate):

Position: _____

Office: _____

Social Security No.: _____

Application is made for: ☐ CKA (Real Property Track)
 ☐ CKA (Personal Property Track)
 ☐ CKA (Administrative Track)
 ☐ CKA (Mapping Track)
 ☐ SKA

PART TWO: RECORD OF EXPERIENCE

Employment Date: _____

Office(s): _____

Have you had any gaps in service? ☐ Yes ☐ No

If so, please explain below, providing exact dates of service interruption and continuation.

FOR OFFICE USE ONLY

_____	Experience	_____	Reviewer
_____	Ky Courses	_____	Date
_____	IAAO Courses	_____	Number
_____ Accepted			
_____ Rejected			

PART THREE: RECORD OF EDUCATION

A copy of the Certificate of Completion or Examination Report from the IAAO (International Association of Assessing Officers) MUST be attached for each IAAO Course taken by the applicant. If the certificate or report has not been retained by the applicant, it is the responsibility of the applicant to obtain proof of completion from the IAAO, which maintains permanent records. The address and telephone number is as follows:

International Association of Assessing Officers
314 W. 10th Street
Kansas City, MO 64105
(816) 701-1800

It is not necessary to attach proof of completion of Kentucky Property Tax Courses, as the Office of Property Valuation maintains permanent records of student grades.

PLEASE CHECK COURSES SUCCESSFULLY COMPLETED

___	Ky 10 (Formerly Ky 1) - "The Kentucky Property Tax System"
___	Ky 40 (Formerly Ky 8) - "Property Tax Assessment Administration"
___	Ky 44 - "Practical Math for Assessors"
___	Ky 49 (Formerly Ky 9) - "PVA Office Management"
___	Ky 50 (Formerly Ky 2) - "Basic Personal Property"
___	Ky 55 (Formerly Ky 3) - "Advanced Personal Property Appraisal"
___	Ky 60 (Formerly Ky 4) - "Mapping System Maintenance"
___	Ky 62 - "Data Collection for Property Valuation"
___	Ky 66 - "Introduction to GeoSync"
___	Ky 67 - "Advanced GeoSync"
___	Ky 71 (Formerly Ky 7A) - "Commercial and Industrial Real Property Appraisal/Cost Approach"
___	Ky 72 (Formerly Ky 7) - "Commercial Real Property Appraisal/Income and Sales Comparison Approach"
___	Ky 80 (Formerly Ky 5) - "Residential Real Property Appraisal"
___	Ky 90 (Formerly Ky 6) - "Farm Real Property Appraisal"
___	IAAO 101 (Formerly IAAO 1) - "Fundamentals of Real Property Appraisal"
___	IAAO 102 (Formerly IAAO 2) - "Income Approach to Value"
___	IAAO 300 - "Fundamentals of Mass Appraisal"
___	IAAO 400 (Formerly IAAO 4) - "Assessment Administration"
___	IAAO 500 (Formerly IAAO 5) - "Assessment of Personal Property"
___	IAAO 600 (Formerly IAAO 6) - "Principles and Techniques of Cadastral Mapping"
___	Other IAAO Courses (please list) _____
___	_____
___	_____
___	_____

If equivalent courses are to be substituted for IAAO courses, please explain.

PART FOUR: AFFIDAVIT

I certify that the information given in this application is correct and complete. I agree that any additional information will be substituted upon request and that it will be correct and complete

Signature: _____

Date: _____

Return to: Education Program
P.O. Box 1202
Frankfort, Kentucky 40602-1202